



LEHI CITY POSITION OPENING

Associate Librarian

CLOSING DATE: June 12, 2014, 5:00 PM

STARTING WAGE: \$12.09-\$14.20 per hour, depending on qualifications

STATUS: Full-time with benefits

HOURS: Varied, but generally between Mon-Fri 12 PM-9 PM and Sat 9:00 AM-6:00 PM, some weekends are required.

DEPARTMENT: Library

JOB SUMMARY: Performs a variety of general and routine clerical duties as needed to expedite the delivery of public library services of the city:

- Assists Librarians with Technical Library functions such as cataloging, and classifying; and children, teen and adult programs;
- Performs general duties related to the circulation of library materials; attends circulation desk, greets patrons and assists with requests;
- Assists patrons to locate books and materials and instructs in use of catalogs and resource equipment.
- Shelves materials; segregates books and other materials needing repairs; mends books and materials as needed and keeps records of repairs

MINIMUM REQUIREMENTS: Graduation from high school AND one (1) year of related experience OR equivalent combination;

- **Working knowledge** of library reference, circulation, cataloging and classification methods, practices and procedures; Dewey Decimal System; children's, young adult and/or adult literature;
- **Ability to** perform general clerical functions quickly and accurately; understand and follow written and oral instructions and work independently in carrying out work assignments; communicate effectively verbally and in writing.
- Typing speed and accuracy will be important criteria for scoring applicants for this position.

Must pass drug and background test before hire.

TO APPLY: Turn in **required city application and resume** to Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or download application and job description at www.lehi-ut.gov. Applications can also be emailed to apply@lehi-ut.gov.

NOTE: Lehi City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 801-768-7100, ext. 2265. Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.